

REQUEST FOR PROPOSALS

20-18

TOWN OF ARLINGTON

Phase 2 Design and Implementation, Arlington Reservoir Master Plan

Responses Due:

March 12, 2020 at 1:00pm
Late Responses Will Be Rejected

Deliver Complete Responses To:

Town Manager
Town Manager's/Purchasing Dept.
Town Hall Annex 2nd floor
730 Massachusetts Avenue
Arlington, MA 02476

For Further Information Please Contact:

Bob Jefferson, 781-316-3889
Email: srjefferson@town.arlington.ma.us

RFP No. 20 – 18

I. OVERVIEW/ PURPOSE/ PROJECT GOALS

The Town of Arlington, , is seeking a landscape architecture and engineering team to lead a participatory design and implementation process to continue Phase II improvements for recreational, ecological quality and public access amenities at the municipal property known at the Arlington Reservoir (the "Res"). The purpose of the project is to review the concepts documented in the existing Preferred Master Plan for Phase II, identify improvement elements of Phase I that were deferred in the Phase I construction phase, produce design and construction bid documents and provide construction management and administration through Phase II completion. The goal of the project is to fully implement the enhancements outlined in the 2018 Arlington Reservoir Master Plan.

II. BACKGROUND INFORMATION

In 2018 a comprehensive Master Plan for the Arlington Reservoir (locally called 'The Res') was completed by the Town of Arlington. The purpose of this master plan was to develop a reservoir improvement plan that reflects the needs of a diverse and densely populated community and protects a regional recreational/environmental asset in need of revitalization. This written report represents the culmination of the master planning process and contains narrative and graphic depictions with descriptions of potential improvements, phasing scenarios, implementation strategies and maintenance considerations. New and refurbished facilities have been identified to meet the needs of various programs and activities. Additional improvements promote environmental stewardship and create new pedestrian linkages between various site facilities, improved parking and site access, and an improved trail system to establish The Res as a first-class park and recreation facility. Implementation of the improvements outlined herein will require significant resources. The Implementation Strategy section of the report identifies a phasing strategy and how the significant financial requirements of the

master plan can be broken down to fit within the Recreation Department's annual capital budget and other funding sources that will support the project.

The First Phase of Master Plan Construction is in process. This project will complete the second and final phase of the Master Plan's bathing beach, trail and reservoir perimeter improvements, including any elements which were deferred from Phase due to cost constraints – such as Pump house roof replacement and exterior improvements. Any adjustments to the pilot path stabilization strategy will be adjusted based on the successfulness of the Phase I pilot.

Phase II renovations are planned for the Bathhouse and Concession Building, the main parking facility, perimeter fencing, and gates. A boat launch and interpretive and wayfinding signage are also planned. Additionally, improvements to the infrastructure at the bathing beach removal of invasive vegetation along the embankment, reinforcing the embankment, constructing a weir and armoring the interior embankment walls such that the mechanical system installed in Phase I provides the optimal swimming experience for beachgoers. Specific to the bathing beach, potential Phase II improvements include a new drop-off area in place of the existing staff parking lot, a formalized entry plaza at the Pump House Building, a new picnic area, a new and relocated children's playground, pathway improvements, seating and fishing overlooks along the earthen berm, a beach volleyball court, replenishment of the beach sand and terraced seating that mitigates sand migration into the swimming area, a pavilion that serves as a multi-use space, new tree and shrub planting and pruning of existing trees. Improvements are planned to improve accessibility around the entire property.

Available Documents:

- 2018 Arlington Reservoir Master Plan, and Appendices, which include
 - Topographic Survey;
 - Arlington Ponds 2007 Baseline Survey: Report Based on Vegetation Surveys and Water Quality Sampling;
 - Wetlands Field Map and MassDEP Bordering Vegetated Wetland Delineation Data Forms;
 - "Year-End Report for the 2017 Management of Arlington Reservoir";
 - Town of Arlington ADA Self-Evaluation Final Report, 2014;
 - Arlington Reservoir Dam Rehabilitation Project, 2006;
 - Existing drawings by Environmental Design & Planning dated April 1982;
 - "A Tour of the Arlington Reservoir" Guide;
 - "Updated Notes on the Importance of Arlington Reservoir to Birds and to the Arlington Community";
 - Detailed Budget Estimate;
 - Funding Scenarios for Arlington Reservoir Master Plan

III. SCOPE OF SERVICES

A. Design and Plan Development

The Consultant will, to the maximum extent feasible, utilize existing information, reports, and studies provided by the Town to accomplish the following *by the Consultant. This outline is not necessarily all-inclusive, and the Consultant will include in the proposal any tasks or alternatives and services deemed necessary to satisfactorily complete the project. Consultants are encouraged to bring both design expertise and creative ideas tested elsewhere to help the community design and implement an approach that best suits the Town.*);

1. **100% Design and Construction Bid Drawings** – design and construction bid documents to build Phase II of the Arlington Reservoir. The designs will be based on the goals/information identified in the Preferred Master Plan, the topographic site survey and results of Phase I construction. The main amenities that are part of this design phase are as follows (see Arlington Reservoir Master Plan for further details):
 - a. Remaining Trail and Reservoir Perimeter Improvements;
 - b. Bathhouse and Concession Building Renovations;
 - c. Parking Lot, Fence and Gates;
 - d. Boat Launch;
 - e. Bathing Beach Infrastructure Improvements (including sediment cleanout);
 - f. Interpretive Signage;
 - g. Drop-off Area;
 - h. Entry Plaza;
 - i. New Picnic Area at the Concession Building;
 - j. Playground;
 - k. Pathway Improvements;
 - l. Overlook Seating;
 - m. Beach Volleyball;
 - n. Beach Sand Replenishment;
 - o. Pavilion;
 - p. Terraced Seating;
 - q. New Tree and Shrub Planting and Pruning of Existing Trees;
 - r. Pump house roof and exterior repairs
2. **Permitting** – in collaboration with the Arlington & Lexington Conservation Agents and Arlington Recreation Director, initiate and complete for project implementation from various local, state, and federal authorities as necessary.
3. **Construction Cost Estimate** – review and update initial Phase II preliminary cost estimate and develop/refine a detailed estimate prior to the contractor bid process.
4. **Meetings and Public Engagement** – In addition to the work to produce these deliverables, the consultant will work closely with the Park and Recreation Commission and Reservoir Project Working Group (s). The Consultant will participate in some Working Group meetings and at least two (2) public forums, not to exceed six (6) meetings total (types & quantities of meetings to be confirmed at kickoff). The Consultant will work with staff to keep town officials and the community well-informed as the process moves forward by assisting staff in implementing a successful community outreach program and providing content and materials for the Town's website.
5. **Construction Administration and Management** - The Consultant will be responsible for construction administration including the following: leading a kickoff meeting with the contractor and weekly construction meetings onsite (during periods of active construction), review of contractor submittals, and inspection and approval of contractor work. The Consultant will review for the Town's final approval contractor payment requisitions and change order proposals. The Consultant will oversee project closeout, including generating a monetized contractor punch list, certifying completion, working with the Town and contractor on maintenance training and turnover documents, and producing as-builts.

B. Plan Implementation, Costs, and Schedule

The Consultant will review all information provided, inspect the site, and hold a kickoff meeting with the Town Staff. Immediately following the kickoff meeting, the Consultant is expected to verify the preliminary Phase II improvement construction budget, estimated to be approximately \$3.5M. The Consultant will also provide a timeline for implementing final design plans and construction documents and bid strategy. Once the construction budget and design schedule are confirmed with the Town Staff, the Consultant is expected to develop Contract Documents that adhere to the construction budget and design schedule.

The project design process shall advance the goals outlined in the Master Plan. It is anticipated that a consultant that specializes in landscape architecture, architecture, aquatics design/engineering, environmental consulting, permitting and community engagement will advance the Master Plan, design and facilitate public forums, and provide a set of recommendations for potential physical changes to the Reservoir area. Improvements were the focus of several public discussions as part of the Arlington Reservoir Master Plan process, completed in 2018. Further public engagement, planning and design are needed to finalize the design and implementation of the documented plan. The consultant shall provide Construction Documents to a level of detail appropriate for bidding, cost estimates, and an anticipated construction schedule.

Front end specifications provided by the Town of Arlington (ASK DOMENIC ABOUT THIS – not sure it's needed for a services RFP)

C. Public Participation

The credibility and utility of the planning and design process and the prospect for its implementation will rest on an engaging, public participation process. The Consultant will work with the Park and Recreation Commission and Reservoir Working Group to develop a minimum of two public forums and provide other recommendations for other engagement techniques that can be used throughout the project planning and construction process.

D. Permitting

In collaboration with the Arlington & Lexington Conservation Agents and Arlington Recreation Director, initiate and complete for project implementation from various local, state, and federal authorities as necessary. At a minimum, approval from both Town of Arlington and Town of Lexington Conservation Commissions will be required. As will the determination of any floodplain issues and permitting required due to removal of swimming area sediments.

E. Construction Administration

The Consultant will be responsible for construction administration including the following: leading a kickoff meeting with the contractor and weekly construction meetings onsite (during periods of active construction), review of contractor submittals, and inspection and approval of contractor work. The Consultant will review for the Town's final approval contractor payment requisitions and change order proposals. The Consultant will oversee project closeout, including generating a monetized contractor punch list, certifying completion, working with the Town and contractor on maintenance training and turnover documents, and producing as-builts

F. Staff Role

The Park and Recreation Commission will be closely involved, but the Consultant is expected to devote the time needed to conduct research, write documents, and participate in meetings as needed. Staff will take primary

responsibility for scheduling meetings, posting notices for meetings, and attending all meetings. (Consultant should prepare notes and minutes.) Staff will provide any reasonably necessary baseline data and any other relevant materials needed by the Consultant. The Park and Recreation Commission will be closely involved and actively engaged in the design process decision-making and is expected to provide final approval for design and bid documents.

IV. PROJECT SCHEDULE

<u>Award</u>	Mar. 2020
<u>Design & Public Engagement</u>	Mar. – Jul. 2020
<u>Bidding</u>	Aug. – Sept. 2020
<u>Construction</u>	Sept. 2020 – opening of 2021 swim season

The Consultant is expected to present at a minimum of two public forums for the project.

The Consultant is expected to complete the project based on the anticipated schedule above. If the Consultant believes that the Project cannot meet the schedule noted above, this should be outlined in the Response.

V. DELIVERABLES

The Consultant will provide up to three iterations of the plan at 50%, 75% and 100% final design plan and construction documents. The final version of each deliverable should be submitted in electronic format. All materials will become the property of the Town of Arlington. (Front end specifications to be provided by the Town of Arlington (ASK DOMENIC ABOUT THIS)).

VI. CONSULTANT QUALIFICATIONS

At a minimum, the proposing firm/team must meet the following requirements:

1. The firm/project manager/team must have at least five (5) years of experience in municipal planning, parks and open space planning, and community engagement.
2. The applicants shall have expertise in the following disciplines: landscape architecture, aquatics design/engineering, bioengineering, civil engineering, soil science, civic engagement, environmental permitting, and state and federal ADA regulations and compliance. Specific experience with park redevelopment, swimming beach rehabilitation, habitat restoration, and path design/development preferred.
3. The principal and project manager to be assigned to this project must be available for meetings with the Town on days or evenings, as required.
4. The firm/team must have previous experience in the management of public information processes and successful implementation of recreation improvement plans with an environmental restoration component. Successful completion of a minimum of three (3) such projects within the last five (5) years is required, and completion of five (5) overall is desired.
5. The firm/team must have proven experience in the public sector.
6. The volume of the proposed project managers and firm's current and projected workload must not adversely affect its ability to immediately initiate work and to follow through with the project in a timely and professional manner. The firm and all team members must be capable of devoting a

significant amount of time to this project in order to complete the work within the schedule outlined in this RFP.

VII. SELECTION CRITERIA

The Town will award the contract to the Consultant offering the most advantageous response to this RFP, taking into consideration all evaluation criteria. The selection process will include an evaluation procedure based on the criteria identified below. Finalists will be required to appear for an interview.

1. Staffing Plan and Methodology, including the professional qualifications of all project personnel with particular attention to training, educational background, professional certification or registration, and professional experience. Demonstrated expertise and experience of the Principal-in-Charge, Project Manager, and other key personnel, and any Consultants to be assigned to the Project, including professional registration of the Consultants and their qualifications.

Highly Advantageous: The plan of services proposes a detailed, logical, creative, and highly efficient scheme for producing a complete project that addresses all Goals and Priorities of this project and meets all the minimum applicant qualifications detailed in Section VI, "Consultant Qualifications".

Advantageous: The plan of services proposes a credible scheme for producing a complete project that addresses all of the required issues and meets all the minimum applicant qualifications detailed in Section VI, "Consultant Qualifications".

Not Advantageous: The plan of services is not sufficiently detailed to fully evaluate, or the plan does not contain all the components necessary to produce a complete project that addresses all of the required issues and meets all the minimum applicant qualifications detailed in Section VI, "Consultant Qualifications".

Unacceptable: The plan of services does not meet all the minimum applicant qualifications detailed in Section VI, "Consultant Qualifications".

2. Depth of experience with similar projects, and prior experience with public contracts and relevant local planning projects.

Highly Advantageous: The Consultant has at least seven (7) years of experience consulting with Massachusetts municipalities on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of five (5) similar projects within the last five (5) years.

Advantageous: The Consultant has at least five (5) years of experience on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of three (3) similar projects within the last five (5) years.

Not Advantageous: The Consultant has less than four (4) years of experience but more than one (1) year consulting on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of two (2) similar projects within the last five (5) years.

Unacceptable: The Consultant has less than four (4) years of experience consulting on projects of similar size and scope to this project. The Consultant cannot demonstrate the successful completion of similar projects.

3. Desirability of approach to the project, as well as a demonstrated understanding of all project components and public outreach needs.

Highly Advantageous: The response contains a clear, creative, and comprehensive plan that addresses all components of the Scope of Services as stated in the RFP.

Advantageous: The response contains a clear plan that addresses most components of the Scope of Services as stated in the RFP.

Not Advantageous: The response does not contain a clear plan to address many of the components of the Scope of Services as stated in the RFP.

Unacceptable: The response does not contain any plan to address the Scope of Services stated in the RFP.

4. Demonstrated ability to meet project budget and project schedule.

Highly Advantageous: All of the Consultant's references indicate that the projects were completed within budget and on schedule or with minimal, insignificant delays.

Advantageous: One of the Consultant's references indicates that the project was not completed within budget attributable to the Consultant or with substantial delays attributable to the Consultant, and no current project or project completed in the last three years experienced substantial delays attributable to the Consultant.

Not Advantageous: Two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant, and no current project or project completed in the last year experienced substantial delays attributable to the Consultant.

Unacceptable: More than two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant.

VIII. SUBMITTAL REQUIREMENTS

Interested qualified firms must submit nine (9) paper copies of the proposal marked "RFP #20-18 Consultant/ Phase 2 Design, Arlington Reservoir Master Plan-technical proposal" addressing the objectives, scope and schedule described in this RFP. Responses must include each of the following:

1. General description of the firm/team's experience.

2. Description, with examples, of the firm/team's experience in completing similar park plans and designing and conducting public meetings.
3. A detailed scope of services for the proposed work, including the firm/team's general approach to such work, evidence of the firm/team's understanding of the goals and objectives of the project, and methodology for accomplishing the tasks as listed in this RFP.
4. An outline of the schedule for completion of tasks (timeline) as presented in the firm/team's approach to the scope of services.
5. Description of or resumes for the assigned staffs' experience, educational background, availability, and chain of responsibility, including the name and title of the principal and project manager assigned to the project, names of all sub-consultants, and resumes of all personnel to be associated with the project.
6. At least three (3) references, including name, title, agency, address, description of project, project cost, and telephone number and the email address for clients with similar projects completed by the Consultant within the last five years (including dates).
7. Other pertinent information about the firm(s) that would aid the Town in making a selection.
8. Completed Attachments in Section X Required Forms (not included in page limit).
9. Evidence of insurance coverage, including general and professional liability and Workers' Compensation insurance.

Additionally, a sealed submission of one (1) copy clearly marked "RFP #20-18 Consultant/ Phase 2 Design, Arlington Reservoir Master Plan – Price Proposal" with the following:

1. Completed Price Proposal .
2. Estimated breakdown by planning element of professional service fees (including expenses), assigned project staff and hourly billing rates of all staff assigned to provide services (including any sub-consultants).

Proposals must clearly address all submittal requirements; that is, the response should include a section addressing all of the minimum qualifications, the minimum submittal requirements, and each of the review criteria. The proposal will be reviewed based on each of these items and it will be to the benefit of the responder to clearly address each of the items. Where the requirements specify a minimum level of experience, indicate the dates of said experience.

The Park & Recreation Commission, along with other relevant Town staff, will review proposals and may request the participation of other community members.

The Town reserves the right to reject any or all proposals, to waive any non- material irregularities or information in any RFP, and to accept or reject any item or combination of items. The Town also reserves the right to seek additional information and revised proposals prior to selection of a Consultant through written notice to all the respondents.

Questions and/or comments may be submitted to Bob Jefferson, Acting Recreation Director at rjefferson@town.arlington.ma.us / 781 316-3889 by March 5, 2020.

Responses to the RFP are due by 1 PM on March 12, 2020. Facsimile and/or emailed responses will not be accepted. All responses should be submitted to:

Adam W. Chapdelaine

Town Manager

Town of Arlington

730 Massachusetts Avenue

Arlington, MA 02476

IX. PROJECT FUNDING

Consultants must complete the attached Price Proposal Form under separate cover. Project fees must be provided for each Project Component of work as described in the Scope of Services. Fees shown will include all costs and expenses (copying, mileage, photographs, maps, etc.) to complete the Scope of Services defined in this RFP. Also, the selected Consultant will be required to submit invoices identifying hours, expenses and total cost by specific tasks. The final contract scope, price and fee will be negotiated with the highest ranked responder.

The available budget for the project is \$200,000 including all fees and contingency.

X. REQUIRED FORMS

All required forms must be submitted with the proposal.

- A. Certificate of Non-Collusion
- B. Certificate of Tax Compliance
- C. Price Proposal

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(Signature of individual submitting bid or proposal)

(Name of individual submitting bid or proposal)

Name of Business

Date

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or Responsible
Corporate Officer and Title

**NON-COLLUSION FORMS
MUST BE SIGNED AND
SUBMITTED WITH BID**